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PROGRAM SOLICITATION PS 07-01

for a Cooperative Agreement for an:

EDUCATION LEADERS INSTITUTE

(Arts Education)

Issued by
National Endowment for the Arts
Grants & Contracts Office, Room 618
1100 Pennsylvania Ave., NW
Washington, D.C. 20506

Proposals in response to this solicitation will be received through <http://www.grants.gov/>, or at the above address until **January 29, 2007**.

[The National Endowment for the Arts continues to experience lengthy delays in the delivery of First-Class and Priority mail. In addition, contents are subject to an irradiation process that may damage material. Please consider using alternative delivery services.]

For information on this solicitation, write or call:

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The National Endowment for the Arts

The National Endowment for the Arts is the largest annual funder of the arts in the United States. An independent federal agency, the National Endowment for the Arts is the official arts organization of the United States government.

The National Endowment for the Arts awards more than \$100 million annually, investing in every state. For every discretionary dollar that the Arts Endowment grants, at least seven dollars are generated from other sources. Over the last 40 years, the Arts Endowment has played a transformative and sustaining role in the development of regional theater, opera, dance, orchestras, museums, and other arts -- both contemporary and traditional -- that Americans now enjoy.

Mission

The National Endowment for the Arts is a public agency dedicated to supporting excellence in the arts – both new and established – bringing the arts to all Americans, and providing leadership in arts education.

SECTION I - FUNDING OPPORTUNITY DESCRIPTION

I.A Background

National student testing requirements increasingly force principals and superintendents to focus their resources on the subjects of reading, science, and math. As a result, art teachers and arts education programs struggle to maintain a foothold in the regular school schedule. Arts organizations, parents, and advocacy groups have worked to establish the importance of the arts as a core subject, but the commitment of school leaders, state legislators, and policy makers is critical to enhancing the quantity and quality of arts education. The building of curriculum and assessment tools and the careful planning needed to further high quality arts education requires teamwork and collaboration between district, state, and national leaders.

The purpose of this Program Solicitation is to support an *Education Leaders Institute*, a program that will bring together school leaders, legislators, policy makers, educators, consultants, and scholars from five states to one, three-day conference to discuss and problem solve a shared arts education challenge. Possible challenges include, but are not limited to, school schedules, assessment, leadership in arts education, curriculum development, and standards. During the workshop, participants will utilize the presentations and discussion to jointly develop concrete strategies to strengthen their state's arts education policies and programs. As the participants review experiences and exchange ideas, plans for innovative partnerships and programs are expected to emerge, coupled with renewed commitment to arts education at the school-district level. A professional evaluation firm will conduct an independent assessment of the workshop, providing feedback on all meeting aspects and track outcomes that emerge as a result of the conference.

I.B Scope of Work

This Program Solicitation requests proposals to carry out a Cooperative Agreement to manage and administer an *Education Leaders Institute*. Working under the guidance of the Endowment Project Director, the successful recipient of the Cooperative Agreement (Cooperator) shall have the following responsibilities:

- Hire or otherwise secure staff to administer this project.
- Establish criteria for state participation in the program.
- Working closely with the Endowment Project Director, determine the workshop topic(s).
- Write a request for proposals that delineates clear application guidelines and requirements for potential workshop participants.
- Convene a panel to review the submissions.
- Select up to five state teams to attend the conference.
- Identify a group of art education scholars and consultants to participate in the conference and present research on the workshop topic.
- Solicit participating teams to submit a case study profiling the key art education issues and challenges in their state.

- Assemble the state case studies into a binder, to be sent to each participating team and reviewed before attending the workshop.
- Create a simple program website and issue press releases and other publicity materials, as appropriate.
- Work closely with the Endowment Project Director to arrange the workshop, which is imagined as a three-day retreat, but may have a different structure as deemed appropriate.
- Determine a site for the workshop and arrange, as necessary, transportation, meals, and materials for all attendees.
- Incorporate Endowment policies, resources, and programs into the design and schedule of the workshop presentations.
- Provide workshop participants with the most current information on state policies supportive of arts education, best practices in implementing these policies, and state and national resources available to assist implementation.
- Create a workshop binder that includes items pertaining to the workshop (such as agenda and bios of participants) and general items including lists of resources and relevant articles.
- Organize and moderate the workshop itself, in partnership with the Endowment.
- Provide funds for workshop participants' transportation, lodging, and meals.
- Record the proceedings of all meetings during the workshop and produce written minutes.
- Produce copies of all materials and presentations made at the meeting, and distribute them to all participants.
- Engage a professional and nationally recognized evaluation firm to conduct an assessment of the effectiveness of the workshop.
- Conduct follow-up inquiries with participating teams to determine the concrete benefits and outcomes of the workshop.
- Provide teams with follow-up information, resources, or referrals, as requested, to aid their arts education programs and initiatives.

SECTION II - AWARD INFORMATION

II.A Only one cooperative agreement award will be made. Funding in the amount of \$125,000 is available. The period of project support will be approximately April 2007 to February 2008. The workshop should take place in Fall 2007, preferably mid October 2007.

Subject to satisfactory performance, the availability of funds, favorable recommendation of the National Council on the Arts, determination by the Chairman, and mutual agreement of the parties, the National Endowment for the Arts may enter into subsequent Cooperative Agreements with the successful recipient of the Cooperative Agreement resulting from this Program Solicitation.

II.B The Endowment Project Director will advise and assist the Cooperator throughout the course of the project, and approve all programmatic decisions. The Endowment Project Director will:

- Approve the conceptual, developmental, and final determinations of all program components.
- Offer consultation regarding the hiring of staff, including a program director.
- Participate in the selection of all workshop participants, the workshop topic(s), location, and agenda, and the evaluation firm.
- Attend the workshop with other Endowment personnel and present information about Endowment programs and research to the attendees.
- Participate in the determination of appropriate follow-up actions for the workshop, including dissemination of evaluation information.

SECTION III - ELIGIBILITY INFORMATION

III.A Nonprofit, tax-exempt 501(c)(3), U.S. organizations; units of state or local government; or federally-recognized tribal communities or tribes may apply.

III.B Matching is not required. However, cash or in-kind contributions are encouraged.

SECTION IV - APPLICATION AND SUBMISSION INFORMATION

IV.A This solicitation provides all of the information that you need to submit a proposal.

IV.B Proposals in response to this solicitation shall include:

IV.B.1 A proposal describing in detail your approach to accomplishing the project including:

- project objectives and how the goals of this effort will be accomplished;
- staffing;
- suggested ideas for the workshop topic, location, agenda, and evaluator;
- how the project will be implemented; and
- timeline for all phases of the project

IV.B.2 A list of at least three references from recent projects successfully performed for other similar efforts, including the name and phone number of the point of contact. Proposals may also include lists of projects and points of contact for other contracts with public or private entities or other evidence of successful past performance. It is important that references be current and that they can be readily contacted.

IV.B.3 A detailed budget. Please use the budget form at <http://www.arts.gov/grants/apply/RFP/Budget.doc>

Instructions are located at

<http://www.arts.gov/grants/apply/RFP/CompletingForms.html#3>

Additional schedules or supporting information may be provided, as necessary.

In addition, if indirect cost is proposed, include a copy of the most recent indirect cost rate agreement with your cognizant Federal audit agency.

IV.B.4 DUNS Number

- IV.C Any proposal received after the time specified for receipt will not be considered unless: it was sent by mail and it was determined by the National Endowment for the Arts that the late receipt was due solely to mishandling by the Endowment after receipt at the Endowment; or it is the only proposal received; or it offers significant cost or technical advantage, and it is received before an award determination has been made.

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SECTION V - APPLICATION REVIEW INFORMATION

- V.A Proposals received in response to this Solicitation will be evaluated and a Cooperative Agreement will be entered into with the applicant whose proposal is determined to be most advantageous to the Government. The evaluation will be based on artistic excellence and artistic merit, and include the following considerations:
- V.A.1 Proposals received in response to this Solicitation will be evaluated and a Cooperative Agreement(s) will be entered into with the applicant(s) whose proposal are determined to best fulfill the project requirements and goals of the *Education Leaders Institute*. The evaluation will consider the following:
- The applicant's knowledge of and access to key educators, policy makers, legislators, school leaders, and art education scholars, as demonstrated by previous activities and existing relationships. (20 points)
 - The applicant's knowledge of and engagement with art education issues and challenges; ability to evaluate obstacles to excellence in arts education; and ability to provide workshop participants with resources for ongoing art education work in their state. (20 points)
 - The applicant's demonstrated experience and expertise in developing multi-state programs of similar magnitude. (10 points)
 - The applicant's ability to select an expert provider to deliver high quality program evaluation. (10 points)

- The degree to which the proposal demonstrates an understanding of the project's subject matter, objectives, and requirements. (10 points)
- The adequacy of the project plan of operation to achieve the objectives of the project on time and within budget, including clearly defined responsibilities and timelines for accomplishing project tasks. (10 points)
- The extent to which the key personnel and other key staff have appropriate training and experience in disciplines to conduct all proposed activities. (10 points)
- The extent to which the budget effectively uses Endowment funds and leverages additional resources. (10 points)

SECTION VI - AWARD ADMINISTRATION INFORMATION

VI.A Cooperative Agreement

The instrument that will be awarded as a result of this Program Solicitation is a Cooperative Agreement, as defined by the Federal Grant and Cooperative Agreement Act of 1977, Public Law 95-224. A Cooperative Agreement is a cost reimbursement instrument. No fee or profit (or other increment above allowable cost) is allowed.

For nonprofit organizations except colleges and universities, the provisions of Office of Management and Budget Circulars A-110 ("Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Nonprofit Organizations") and A-122 as amended ("Cost Principles for Nonprofit Organizations") will be incorporated by reference into the Cooperative Agreement.

For units of state and local governments and federally recognized Indian Tribal governments, the provisions of the government-wide Common Rule issued pursuant to Office of Management and Budget Circular A-102 and codified by the National Endowment for the Arts as "Part 1157-Uniform Administrative Requirements for Grants and Cooperative Agreements," Office of Management and Budget Circulars A-128 ("Audits of State and Local Governments"), and A-87 ("Cost Principles Applicable to Grants and Contracts with State and Local Governments") will be incorporated by reference into the Cooperative Agreement.

VI.B General Terms and Conditions

National Endowment for the Arts Cooperative Agreements are subject to the General Terms and Conditions for Grants and Cooperative Agreements to Organizations, located on the National Endowment for the Arts website at: <http://www.arts.gov/manageaward/CoopAgreements.html>

VI.C Assurances of Compliance

Assurance of Compliance with Non Discrimination Requirements

By submission of a proposal, the proposer hereby agrees that it will execute projects, productions, workshops and programs in accordance with the requirements of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and Title IX of the Education Amendments of 1972, where applicable. Copies of the nondiscrimination regulations identified above may be obtained by writing to the Office of Civil Rights, National Endowment for the Arts, 1100 Pennsylvania Ave, NW, Washington, D.C. 20506.

Certification Concerning Debarment and Suspension

The Proposer certifies that, as required by regulations implementing Executive Order 12549, "Debarment and Suspension," neither it nor its principals: (a) is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency; (b) has, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with a public (Federal, State, or local) transaction or contract under a public transaction; for violation of Federal or state antitrust statutes; or for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (c) is presently indicted for or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in (b) of this certification; and (d) has within a three-year period preceding this proposal had any public transactions terminated for cause or default; and that it will include this clause without modification in all lower tier covered transactions (excluding contracts under \$25,000), solicitations, and proposals.

Where the Proposer or any lower tier participant is unable to certify to this statement, it shall provide an explanation to the Endowment Grants & Contracts Office.

Delinquent Debt Certification

The Proposer certifies that it is not delinquent on any Federal debt or, if it is, will provide explanatory information. Examples of relevant debt include delinquent taxes, audit disallowance, benefit overpayments.

Labor Standards Assurance and Drug-Free Workplace Act Certification

The successful recipient of the Cooperative Agreement will also be required to provide assurance of compliance with the labor standards set out in "Part 505 (29 CFR) - Labor Standards on Projects or Productions Assisted by Grants from the National Endowment for the Arts," in accordance with the National Foundation on the Arts and the Humanities Act of 1965, as amended (20 U.S.C. 951 et seq.); and provide the certification required by the Drug-Free Workplace Act of 1988 (41 U.S.C. 701 et seq.; also implemented through the Debarment and Suspension regulations).

VI.D Reporting

- VI.D.1** The National Endowment for the Arts is required to report on the geographic locations of grant and Cooperative Agreement activities. To ensure the accuracy of this information, the Cooperator shall submit a completed *Geographic Location of Project Activity* form within 30 days after award of the Cooperative Agreement, or with the first request for payment, whichever comes first. The form is located at <http://www.arts.gov/manageaward/CoopAgreements.html>
- VI.D.2** No later than 90 days after the completion or termination of the Cooperative Agreement, the Cooperator shall submit to the Endowment Grants & Contracts Office, Cooperative Agreement Section, and the Endowment Project Director a Final Descriptive Report (FDR), and a Financial Status Report, Standard Form 269. Report forms are located on the National Endowment for the Arts website at: <http://www.arts.gov/manageaward/CoopAgreements.html>.

SECTION VII - AGENCY CONTACTS

For information on this solicitation, write or call:

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SECTION VIII - OTHER INFORMATION

Rejection and Award.

The National Endowment for the Arts reserves the right to reject any or all proposals.